

**The Emergency Food Assistance Program (TEFAP)
(Sub-ERA) Distribution Site Review**

GENERAL INFORMATION				
SITE NAME			SITE CITY	
SITE MANAGER			REVIEW DATE(S)	
SECTION I: GENERAL SITE INFORMATION				
REFERENCE: : 7 CFR 251.10 (a) (3) and EFAP Policy and Procedures Manual Section 7				
What area do you serve? (Zip code, neighborhood, etc.)				
What is your process for serving people from outside of the area?				
How do recipients learn about the distribution?				
How are recipients notified of changes to the distribution?				
	YES	NO	N/A	COMMENTS
1. Is the site serving at the stated location, time, and date?				
2. Do you have distribution dates & times posted for recipients?				
3. Do you check for proof of residency?				
4. Do you require proof of income?				
5. Do you distribute food at any other locations?				
6. Is the site open to the public?				
7. Is food given based on family size? If yes, how much food is given to each family?				
8. Can a person pick up food more than once a month? If so, how many times?				
9. Do you have delivery for homebound?				
10. If so, are you collecting signatures for deliveries?				
11. When were you last reviewed by the food bank?				
12. When did you last receive training from the food bank?				

Italicized = Observation Only

SECTION II: EFA – 7 (SIGN-IN PROCESS)				
REFERENCE: 7 CFR 251.10 (a) (3) and EFAP Policy and Procedures Manual Section 7				
	YES	NO	N/A	COMMENTS
Questions #13-16, OBSERVATION ONLY				
13. <i>Is the correct version of the EFA-7 being used?</i>				
14. <i>Is the EFA-7 being 100% completed correctly?</i>				
15. <i>Are the correct income guidelines posted near the EFA-7 sign-in?</i>				
16. <i>Are original signatures being collected?</i>				
17. Are recipients marking an "X" if unable to sign?				
18. Do you have an intake process for TEFAP? If so, what does it entail?				
19. Are recipients allowed to pick up for others? If so, is documentation provided?				
SECTION III: REPORTING REQUIREMENTS				
Reference: EFAP Policy and Procedures Manual Section 15				
20. How do you report your numbers to the food bank? (Be sure they're unduplicated)				
	YES	NO	N/A	COMMENTS
21. Do you send the EFA-7s to the food bank to maintain?				
22. Are the amount of signatures on the EFA-7s consistent with numbers reported on CDMS by the Food Bank?				
SECTION IV: RECEIPT OF FOOD				
REFERENCE: 7 CFR, 250.14 and EFAP Policy & Procedures Manual Section 11				
	YES	NO	N/A	COMMENTS
23. Is the food delivered? If no, what is your process for obtaining food from the food bank?				
24. Is the food/load inspected and counted?				
25. What documentation is maintained on receipt of the food?				
26. What is your process for handling damages, shortages, or overages?				
27. What is your process for disposing of spoiled commodities?				
28. What do you do with food left over after a distribution?				

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SECTION V: STORAGE OF USDA COMMODITIES

REFERENCE: 7 CFR, 250.14 and EFAP Policy & Procedures Manual Section 11

	YES	NO	N/A	COMMENTS
Questions #29-31, OBSERVATION ONLY				
29. Are USDA Foods kept 6" off the floor and stored on pallets, platforms, or shelves?				
30. Are USDA Foods stored at least 3" away from walls to allow for proper ventilation?				
31. Are USDA foods stored at the proper temperature?				
32. Is food stored at the site? If so, how many months' worth of food is stored?				
33. Do you have a refrigerator/freezer for frozen commodities?				
34. Is a thermometer used and a temperature log kept?				
35. Do you have a regular cleaning service or schedule?				
36. Do you have any pest control measures?				
37. Do you have any security measures?				
38. Do you use FIFO method? If not, how do you determine what food to give out first?				

SECTION VI: REQUIREMENTS FOR BENEFICIARIES RECEIVING BENEFITS FROM RELIGIOUS ORGANIZATIONS

REFERENCE: 7 CFR 251.10 (e) (3)

ONLY IF RELIGIOUS ORGANIZATIONS	YES	NO	N/A	COMMENTS
39. Is the TEFAP "Written Notice of Beneficiary Rights" posted?				
40. Is the TEFAP "Beneficiary Referral Request" Form available?				

SECTION VII: CIVIL RIGHTS AND COMPLAINTS

REFERENCE: 7 CFR 251.10 (e) (3)

	YES	NO	N/A	COMMENTS
41. Is the "And Justice for All" poster posted?				
42. Are reasonable accommodations provided for persons with disabilities?				
43. Is TEFAP program information available in appropriate languages?				
44. How do staff/volunteers communicate with non-English speaking applicant/recipients?				
45. Do staff/volunteers know what to do if a recipient feels they have been discriminated against in one of the nondiscrimination categories? (Categories defined on "And Justice for All" poster)				

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SECTION VII: CIVIL RIGHTS AND COMPLAINTS (Continued)				
	YES	NO	N/A	COMMENTS
46. Is the non-discrimination statement included on all materials publicizing TEFAP?				
47. Are Civil Rights handbooks available to staff and volunteers on-site?				
48. Has the agency's TEFAP program had any discrimination or distribution complaints in the past 2 years?				
49. Are complaints documented and tracked?				
50. If so, were they investigated?				
51. Were corrective actions put in place, and are they being followed?				
52. Is Civil Rights training up to date and conducted annually? If not, how often?				
53. Is a Civil Rights training log kept, and is it up to date and signed by staff/volunteers?				
Questions #54-55, OBSERVATION ONLY				
	YES	NO	N/A	COMMENTS
54. <i>Are requirements placed on recipients as conditions to receive TEFAP food?</i>				
55. <i>Is discrimination occurring in any form?</i>				
SECTION VII: SUMMARY OF FINDINGS				
1.				
2.				
3.				
4.				
5.				
SECTION VIII: ADMINISTRATIVE REVIEW CONDUCTED BY				
EFAP CONSULTANT			DATE	

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